The FAI Sporting Licenses DB application main purpose is the management of FAI Sporting Licenses and the provision of the suitable functionality in order to assist Event Organizers in verifying the validity of FAI Sporting Licenses and the NACs in managing their Sporting Licenses.

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Contents

1. Introduction ................................................................................................................................. 2
2. The system ..................................................................................................................................... 2
3. Sporting Licenses ......................................................................................................................... 4
   3.1. Querying the Database ......................................................................................................... 4
   3.2. Editing Licenses .................................................................................................................... 6
   3.3. Renewing Licenses ................................................................................................................. 7
       3.3.1. Single license: .............................................................................................................. 7
       3.3.2. Multiple licenses: ....................................................................................................... 7
   3.4. Creating Licenses .................................................................................................................. 9
       3.4.1. Single license: .............................................................................................................. 9
       3.4.2. Multiple licenses: ....................................................................................................... 11
   3.5. Athletes ............................................................................................................................... 13
   3.6. License Template .................................................................................................................. 14
   3.7. Email Options ..................................................................................................................... 16
4. CIAM Officials (Judges/Technical Experts) .............................................................................. 18
   4.1. Role Nominations .................................................................................................................. 19
       4.1.1. Nomination Step 1: Start New Nomination ................................................................. 20
       4.1.2. Nomination Step 2: Find or register official .............................................................. 22
       4.1.2.1. Register new official .............................................................................................. 23
       4.1.3. Nomination step 3: Enter roles for the selected official ............................................ 24
       4.1.4. Nomination step 4: Submit for process ..................................................................... 24
1. Introduction

The updated version of FAI Sporting Licenses Database has improved considerably from the previous one. A number of new features have been developed and integrated. These new features are notably intended to assist Event Organizers in verifying the validity of FAI Sporting Licenses and the NACs in managing their Sporting Licenses. They also offer functionalities for the NACs to issue licenses using their own design.

2. The system

The FAI Sporting Licenses Databases can be accessed from https://extranet.fai.org/ using the credentials provided by FAI.

If the username and/or the password are lost, then it can be retrieved using the email address registered for the user by selecting the corresponding links under the login form.

Reset Password

Please enter the email address for your account. A verification email will be sent to you. Once you have received the verification email, you will be able to choose a new password for your account.

Email * Email

Submit
After the first connection to the new system, the users are able to change their password by selecting the “Change Password” menu, under their NAC’s name at the top right of the screen.

A user also has the ability to make a request for the creation of a new user by selecting the “Request User” menu.
3. Sporting Licenses

Sporting licenses can be searched, created, edited and renewed from the “Licenses” top menu.

3.1. Querying the Database

By default, the results of a search only display currently valid licenses for the user’s country. There are a number of search options for the user to use. Entering the “Valid from” and “Valid to” fields is a way to limit the search to licenses which are valid during a certain period of time. If nothing is entered in the fields then the system lists the currently valid licenses (i.e. today) based on the other search criteria. It is also possible to see expired licenses by checking the dedicated checkbox. Expired licenses are indicated by a red color. Users can also search licenses issued by others. However, the information is then limited to what appears on the sporting licenses.

There is also a smaller search engine in the page that automatically searches the visible fields of the table.

Search:

By clicking on the license number of the pilot the user can see an electronic version of the actual sporting license.
3.2. Editing Licenses

A user can edit a license in order to correct errors, add, update and/or change relevant information like dates or pictures of, for example, athletes. In order to change the personal data of the athlete the user should click the “Edit Athlete” link. Please beware that if changes are made in the database, then the physical license held by the athlete will/might be different.
3.3. Renewing Licenses

Licenses can be renewed either individually one-by-one or in multiples with one action.

3.3.1. Single license:

A single license is renewed by finding the current license and clicking the “renew” button. Then a window pops up and the new expiry date is to be entered. The issue date is the day on which the license is renewed. Email options are explained in a separate section (3.7).

3.3.2. Multiple licenses:

The “Renew Selected” button is intended to update multiple licenses in one operation. Once the search criteria are defined and the results list is displayed, the user can select the licenses to be renewed by using the “Select all” and/or “Deselect all” buttons and by checking single licenses to be included or not in the renewal list.
Once the licenses to be renewed are checked, the “Renew Selected” button has to be clicked. Then a window pops up and the new expiry date is to be entered. The issue date is the day on which the license is renewed. Email options are explained in a separate section (3.7).
3.4. Creating Licenses

Licenses can be created either individually or in multiples by importing an Excel sheet. In both cases licenses can only be created by the NACs for their own athletes and not for other countries.

Before creating a license, it is really important to first check if the athlete is already registered in the system. In some cases, an athlete might already have a sporting license from another country. For that reason, the name of the athlete must be carefully spelled.

The system checks if there are potential matches with athletes already registered in the database. It also identifies mistakes such as invalid mail, discipline etc., and displays them to the user.

3.4.1. Single license:

To create a license, click the “Create License” button. Then the system requests the name of the athlete to be typed.

If an athlete does not already have a sporting license, then one can be created by clicking the “Not found? Add License for New Athlete” button.

When creating a license, the issuing country of the license is defined and cannot be changed. The residence and nationality of the athlete can however be set and changed.

While creating (or editing) a license, a photo of the athlete can be uploaded. It will be visible on the electronic version of the Sporting License and when the license is viewed/checked for validity in the system.
Once all the fields are filled out, the license is created by clicking the “Submit” button.

The system checks if there are potential matches with athletes already registered in the database. It also identifies mistakes such as invalid mail, discipline etc., and displays them to the user.

If an athlete’s last license was delivered by another country, then the last issuer will receive a notification email about a new sporting license being issued by a new country for this athlete.
3.4.2. Multiple licenses:

In order to create multiple sporting licenses, the data must first be compiled in an Excel sheet based on the template accessible by clicking on the “Excel” button.

The first column of the Excel sheet contains the FAI ID which is attributed when you import the document. This column stays empty when creating new sporting licenses. The “Valid From” column can stay empty as well. The issue date is the day on which the file is uploaded.

Once the Excel sheet is filled out with all the relevant information and saved, it can be imported into the system by clicking on the “Import Excel” button.

The system checks if there are potential matches with athletes already registered in the database. It also identifies mistakes such as invalid mail, discipline etc., and displays them to the user. The user will then have the ability to correct these errors through the form and click the save button for revalidation. For example, if the discipline is not correct a dropdown list with the available disciplines will be displayed. The user will then be able to select the correct discipline and click the save button for revalidation.
In case of a valid entry the user can import the license by clicking the “Import row” button.
3.5. Athletes

Through the athletes’ top bar menu users can see and edit athletes that belong in this specific NAC. They can also change the amount of entries in the page, search one and export these data in various formats such as excel, csv or pdf.

The fields that should be filled when editing an athlete are presented below. Fields marked with an asterisk (*) are mandatory.
3.6. License Template

The system enables the user to issue sporting licenses in electronic format. A QR code is created for each license and can be read by any internet connected device capable of scanning QR codes.

The design of the licenses can vary according to the options that may be chosen:

- The default template
- The default template with the NAC overlay including Name/address and Logo
- Own design of Sporting License template

The default template, designed by FAI comprises of a front and a back side on which the relevant information regarding the license holder appears. When the default template is used without any overlay, then the name and the country flag of the issuer are shown as follows:

![License Template Image](image)

The user can create its own overlay to replace the name and the flag on the default template. The overlay must be an image (size 1004x167 pixels in .png format) which can be uploaded and added through the “License Template” top bar menu.

This operation can be repeated until the desired positions, dimensions and final aspect are achieved for both sides of the template.
### NAC Logo
- **Add/Change Logo**: Choose File - No file chosen

### Frontside Background
- **Add/Change Background**: Choose File - No file chosen

### Backside Background
- **Add/Change Background**: Choose File - No file chosen

### Overlay
- **Add/Change Overlay**: Choose File - No file chosen

### Athlete Photo
- **Width**: 90
- **Height**: 120
- **Status**: Show

### QR Code
- **Width**: 200
- **Height**: 200
- **Status**: Show

### Last Name
- **Align**: Center
- **Font**: Arial, Helvetica, sans-serif
- **Font Size**: 15
- **Font Color**: #074477
- **Status**: Show

### First Name
- **Align**: Left
- **Font**: Arial, Helvetica, sans-serif
- **Font Size**: 14
- **Font Color**: #074477
- **Status**: Show

### Country
- **Align**: Left
- **Font**: Arial, Helvetica, sans-serif
- **Font Size**: 14
- **Font Color**: #074477
- **Status**: Show

### Gender
- **Align**: Left
- **Font**: Arial, Helvetica, sans-serif
- **Font Size**: 14
- **Font Color**: #074477
- **Status**: Show
3.7. Email Options

The system also offers email functions that enable the user to send sporting licenses to athletes in electronic format. It is only possible when athletes have a registered email address in the data base.

When the email option is selected, either in the case of an individual license or multiple licenses, a message window comes up.

![Email Options](Image)

*Note: Replace placeholders with actual values.*
A message can be typed in. If nothing is entered, the email body will remain empty but the PDF sporting license will be attached.

For multiple recipients, the {name} and/or {surname} or {fullname} tags can be used in the text so that the name of each athlete appears automatically in the email they receive.

Example:

Dear {fullname}
Please find attached your new Sporting License valid for 2020.
Happy Flying
The Aeroclub
4. CIAM Officials (Judges/Technical Experts)

This application is also intended to simplify the processing concerning FAI CIAM Officials (judges and technical experts) and substitute the use of forms and papers while processed by NAC, FAI office and the Commission. The application’s modules are intended for FAI Members (NACs) and Airport Commissions to manage CIAM Officials (judges and technical experts).

Officials are considered to be either Judges or Technical Experts. Under the “Officials” top bar menu users can see all the Officials that belong to their NAC, edit them, change the amount of entries in the page, search one and export these data in various formats such as excel, csv or pdf.

In this section users are also able to add a new official (judge or tech expert) by filling the form below. A new official can be added only during a valid nomination period determined by FAI.
4.1. Role Nominations

Under the “Role Nominations” top bar menu the user can access the NACs currently valid officials (through the “Officials” tab) and all nominations’ history (through the “Nominations’ History” tab). In both tables, users can change the amount of entries in the page, search one and export these data in various formats such as excel, csv or pdf.
During a valid nomination period NACs can nominate Aeromodelling (CIAM) Judges and Technical Experts. This is usually done in autumn before 15 November of each year, and is intended to be nominations for next year’s activity.

4.1.1. Nomination Step 1: Start New Nomination

During a valid nomination period, click the “Start new nomination” button.

Then the following form will be displayed, where the user needs to define the validity period for every nomination that will follow. The starting and ending date of the next year will be selected by default.
After pressing the “Start” button the “New Nomination” tab will be shown and all nominations from the previous year will be pre-copied with the new validity period.

All nominations and changes to nominations will not be valid until processed/approved by FAI office. Processed entries are shown with a green icon, created and changed entries are shown with a yellow icon, submitted entries are shown with a blue icon and entries with status reviewed (entries that were not approved by FAI) are shown with a red icon.

Every change also generates email to the user entering the data and mail notifying FAI office of the entry/change.

By clicking the “Delete” button a nomination can be deleted. Or by clicking the “Edit” button the validity period of the selected nomination can be changed.
4.1.2. Nomination Step 2: Find or register official.

To add a new nomination for a judge or technical expert the “Add Judge/Tech Expert” button should be clicked.

The first step is to search for the name of the person in the database. This is done by entering the name or part of the name in the search box and click Search. If it is one of the current officials the “Add” button can be clicked to manage that person’s roles.

If the person to be nominated is not listed and not found by search, then the person has to be registered.
4.1.2.1. Register new official

To register a person not found in the system the user has to click the bottom “Not Found? Add New Person” on the search page.

The following form will be displayed, where fields marked with an asterisk (*) are mandatory. When the person details have been entered and “Insert” button is clicked, then the person is saved in the system. The next step is to enter the roles of the person.

![New Judge/Tech Expert form](image)
4.1.3. Nomination step 3: Enter roles for the selected official

After selecting the “Add” button $+$, a form with all available roles will be displayed. To add nomination as Technical Expert or as Judge the relevant checkbox can be checked or unchecked. If there are already roles added to the selected person, for the current nomination, they will be shown with a green fond and as already checked.

The Select for Subcommittee is managed by FAI.

4.1.4. Nomination step 4: Submit for process

As soon as the user adds the nominations he has to click on the “Submit for Process” button.
When FAI processes the nominations, another email is sent to the NAC confirming the processing of the entries. If there are nominations send back for review, the list shows similar to the following screen. In that case the NAC, has to make the corresponding changes and resubmit the nomination batch.

When all nominations have been processed, the “New Nomination” tab will be removed and the user will be able to see the new nominations under the “Nominations’ History” tab.

During a valid nomination period a user can create and submit a new nomination batch multiple time.